

Provider Name: _____

Monitor Name: _____

5-Day Reconciliation Worksheet for Family Day Care Homes

Instructions: Enter the enrollment and attendance information in the first chart. Include the house of care from the sign in/sign out sheet. Next, enter the meal counts for the previous 5 days in the second chart. Compare the number of meals served to the number of children in attendance for each meal. Note any discrepancies at the bottom of the page.

Child's Name:	Enrollment		Attendance**				
	Day(s)*	Usual Time in Care					
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
Total							

*Days of the week the child attends day care.
 **Write in the last 5 consecutive operating dates.

		# of Meals Claimed					
		Breakfast	AM Snack	Lunch	PM Snack	Supper	Eve Snack
Date:							
Date:							
Date:							
Date:							
Date:							
Total							
Day of the Review							

Note: _____
